The Arc, Susquehanna Valley
Board of Directors Meeting
January 31st, 2017
5:30 p.m., Marzonis $10 pizza & salad buffet (cash bar)

Greetings	Tina Hollister President
Roll Call of board members & Introduction of prospective Board Members	Tina

Action Items (Vote needed)

- Previous month minutes — Leta Jo Maue
- Treasurers Report — Dan Sweeney
- Approval of 990 and Financial Review
- Investment product comparison and action — Tina
    - Amount ($30K)
    - Product
- Creation of Designated "Home of our Own" fund
- Personnel Policies
- Program Policies
- Annual Meeting Roster
    - Board officer opening (Treasurer)

Discussion (No vote needed)

- Recognition of K of C and Cathy Koch — Tina
- Self Determination Awards Committee — Robert
- Social Recreation Committee — Tina
- FY 2017-2018 Fundraiser — Deb
- Jump Start – May mini-series — Robert
- Discovery
- New Space search
- Membership Increase
- Other — All

Staff Reports

- Written Reports in PDF format sent — Tina & Robert

Delayed Action Item (Vote needed)

- Vote on acceptance of prospective Board Members

For next Meeting: ANNUAL MEETING – Wednesday, April 18, 2018 5:30 pm Wayside Inn

The Arc Susquehanna Valley
Board of Directors Meeting
September 20, 2017
Minutes

Attendance: Tina Hollister, Deb Brubaker, Cathy Koch, Dana Rebuck, Laura Yannes, Margaret Harvey, Jannet Tebar, Leta Jo Maue, Executive Director Robert Roush, Joyce McCarthy (Dir. Emeritus)

Absent: Dan Sweeney, Rose Marie Reed, Judy Davis

Secretary's Report: The September 12th report was reviewed. Margaret Harvey moved that we approve the minutes. Dana Rebuck provided the second and the vote was unanimous. Deb requested that minutes be emailed within one week. The secretary responded that every effort will be made to achieve this.

Minutes of our Special Email Budget Vote taken July 21 was reviewed. The report was moved by Margaret and Deb seconded the motion. The report was unanimously approved.

Staff Reports:

- Orientation will be held tomorrow for the Bridge Program which will be meeting each Thursday. There may be an additional orientation if there is interest.
- 50 and Fun is the new AMPES group operating in Bloomsburg. The grant was written and funding has been received to cover operating costs.
- There will be a Fashion Show at Zion Lutheran Church on Oct. 21 at 1:00 PM. The show is coordinated by the clothing store, Christopher and Banks.
- The coordinator for Shamokin resigned and interviewing for a replacement is ongoing. Deb asked the Board be notified when an AMPES leader resigns and a new person has been hired. President Tina stated that this seems unnecessary to tell Board Members of each personnel change when it occurs. She explained that since our hiring procedures and policies are clear we should allow AMPES personnel details at the next scheduled Board Meeting.
- Next month, Oct. 13, the self-advocates are traveling to the Baltimore National Aquarium. Costs are being subsidized by the Degenstein Foundation.
- Our Arc Susquehanna Valley website has been updated and improved to include much more information as well as the feature which allows self-advocates to sign up for activities and events on line. Roberts believes that events will be streamlined by providing tickets which indicate an individual's registration for the activity.
- A new Arc Brochure is being finalized. It has been redesigned with the assistance of our self-advocates. Board members requested that it be readied for distribution at the upcoming "Trail of Treats" as part of the Danville Wellness Event.

Treasurer's Report: The current balance reflects excess monies but they will be expended over the year for designated events. Laura stated that this new report format makes our financial status

so much clearer!! Leta Jo motioned that the report be accepted and it was seconded by Laura. The report was accepted unanimously.

BYLAWS: Laura requested we make some grammatical clarification regarding "Corporate Members". 1)The Bylaws will reflect that Board Members in good standing are those whose yearly dues are up to date. (page 2, no. 2, letter b) 2) She requested clarification in the "Term" section with regard to ½ of the members serve 1 year while the remainder serve 2 years. Robert stated that this pertains to the initial start up of our Board in which ½ of the group would be elected for only 1 year so that the Board would always consist of ½ of the members having Board experience. (page 2, no.4, letter d)

Discussion followed a review of "Resignation" (no.4, letter f) as we plan to maintain regular attendance at our meetings. Because of a member's inability to attend the previous meetings this year we wondered if this member would rather resign due to her set of varied circumstances limiting her attendance/participation? Cathy stated that this was most likely the case and would speak with the absent member about her option to resign. Cathy will ask her to please email the Arc Executive Director with her intentions. Laura made a motion to approve the Bylaws and Dana seconded the motion. The vote in favor of the Bylaws was unanimous.

Tina informed the Board that, as our Board grows in membership to include those from all counties that we serve, future meetings may be held in different county locations. She reminded us that the Bylaws are being revised to make them easier to understand and to follow.

Fund Raising Committee: Deb announced that the committee is planning a Big Event for April 7 at the Silver Moon Banquet Center from 11:00 AM until 10:00 PM. This event will include a chicken bar-b-que and wine & beer vendors. There may be a D.J. in the afternoon followed by the band "Jessie" from 7:00 to 10:00 PM.

A second event would be a "Poker Motorcycle/Classic Car Run" held at the Sunbury Social Club(SSC) with 2 bands, t-shirts, and basket raffles. We may need a special permit for small games of chance. Doug from the SSC said he would not book the event until he receives a $275.00 check. Possible dates are August 4, August 25, and June 2. Roberts says that he has concerns about the expenses and our budget. Conservative calculations seem that there may not be adequate proceeds to cover costs. In support of the fundraiser, Laura stated that usual participants for this event are professionals who would "spend money" in support of the vendors and activities. Dana and Laura told that in covering publicity for the event bikers could be notified through the leadership of 4 local bike clubs. Conversation about both events will be on-going.

Policy Update: The policy committee has met 2 times and policies are still in rough format. Laura clarified that there is overlap of organizational procedures with policies.

New Board Members: Tina suggested that we create an ad hoc "nomination committee" to look for new (additional) Board of Director members. Laura said that it is important that we be unbiased as we identify good candidates to bring forward.

Deb is developing a Self-advocates' Calendar of Events and needs to identify 2 representatives to be pictured for each month's calendar page. She asked the Board's help in identifying some self-advocates for the calendar.

On-going Arc Plans: Robert informed the Board of his planning/grant writing to develop a new program "Jump Start" and SACF. He explained that Jump Start would focus on the age group 5 to 12 years to get them involved with some of our opportunities for participation.

State programs available to chapters are Discovery, Job Development, and Follow-up. All providers of these programs must be certified in order that ODP can be billed for services. The Arc of PA trainings will be held in November for 3 days. Robert proposed that our focus would be job training. Laura told that Keystone has been working on this for a while and we may wish to contact them for additional information.

Robert revisited the idea of holding a Board Retreat for Oct 14. There were many member conflicts with that date so Nov.4 (9:00 AM to 2:00 PM) was proposed.

THE DREAM – Robert reminded us of our need for a new Arc Susquehanna Valley office location. We are outgrowing our present site at Zion. He suggested that we approach the Degenstein Foundation with a request for finances for a building. We all recognize the need to find a larger site for our office and programs.

Deb motioned that the meeting be adjourned and Margaret seconded the motion. The meeting was adjourned.

Respectfully submitted,

Leta Jo Maue, secretary

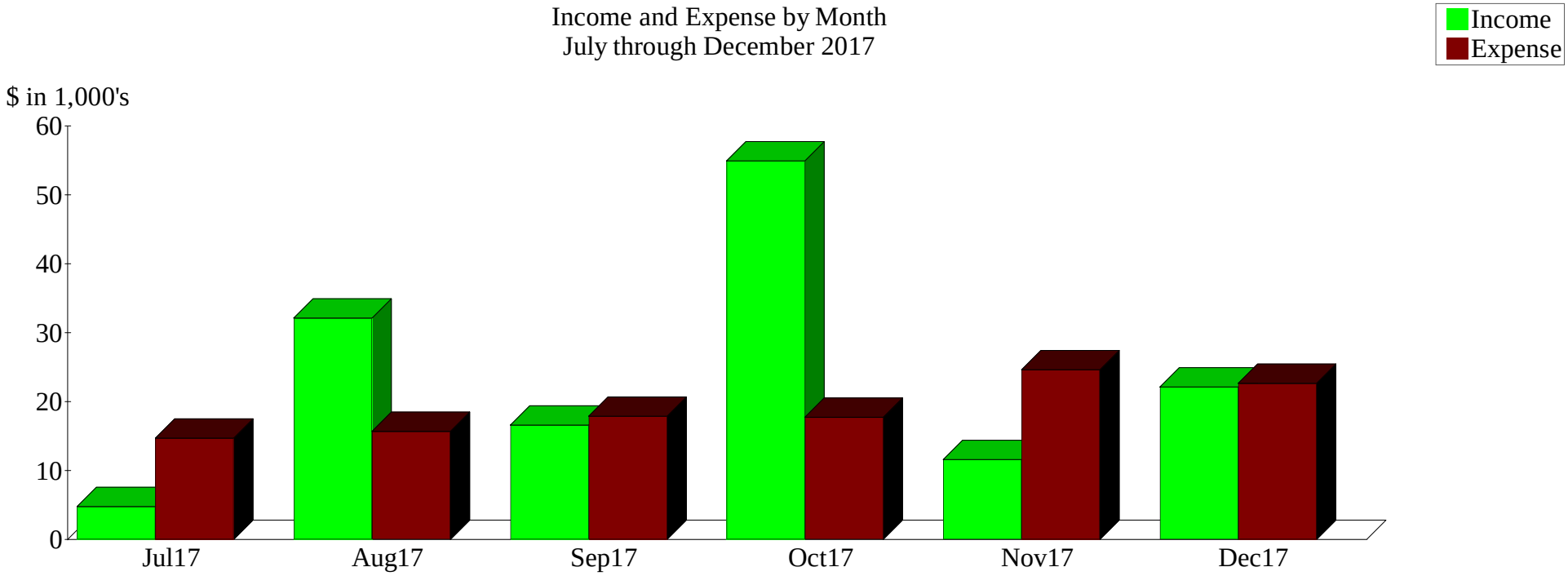
THE ARC, SUSQUEHANNA VALLEY
Balance Sheet
As of January 8, 2018

	Jan 8, 18	
ASSETS		
Current Assets		
Checking/Savings		
Savings-Scholarship - Susq Bank		1,997.08
Susquehanna Bank Checking		
General	120.00	
Susquehanna Bank Checking - Other	125,010.38	
Total Susquehanna Bank Checking		125,130.38
Total Checking/Savings		127,127.46
Accounts Receivable		
Accounts Receivable		13,781.05
Total Accounts Receivable		13,781.05
Other Current Assets		
Cash Journal Entry		-0.05
Petty Cash - AMPES 50 & Fun		100.00
Petty Cash-Admin		100.00
Petty Cash-Ampes-Berwick		200.00
Petty Cash-Ampes-Bloomsburg		190.46
Petty Cash-Ampes-Milton		45.56
Petty Cash-Ampes-Selinsgrove		100.00
Petty Cash-Ampes-Shamokin/Sunb		136.67
Petty Cash-Middleburg		75.00
Petty Cash - AMPES STEP Program		100.00
Total Other Current Assets		1,047.64
Total Current Assets		141,956.15
Fixed Assets		
Accumulated Depreciation		-1,086.87
Equipment		8,205.13
Vehicles		32,606.00
Total Fixed Assets		39,724.26
TOTAL ASSETS		**181,680.41**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Accrued payroll taxes		
Accrued FICA Tax (ER)	-92.10	
Accrued Medicare Tax (ER)	-21.52	
Accrued PA UC Tax (ER)	-214.72	

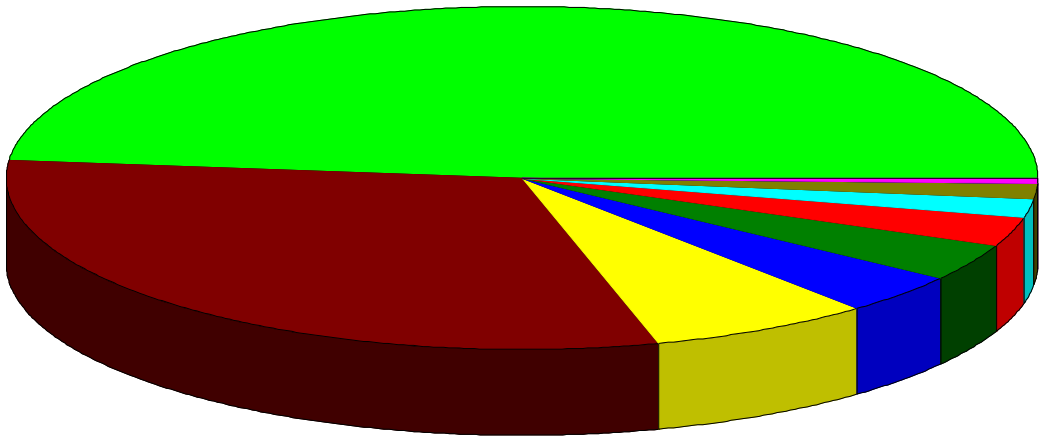
THE ARC, SUSQUEHANNA VALLEY
Balance Sheet
As of January 8, 2018

	Jan 8, 18	
Total Accrued payroll taxes		-328.34
Direct Deposit Liabilities		-567.49
Payroll Taxes Withheld		
Federal Tax Withheld	199.21	
FICA Tax Withheld	1,377.18	
Local Services Tax W/H	-18.25	
Local Tax Withheld	31.47	
Medicare Tax Withheld	321.70	
PA Tax Withheld	-257.04	
PA UC Tax Withheld	-306.10	
Total Payroll Taxes Withheld		1,348.17
Total Other Current Liabilities		452.34
Total Current Liabilities		452.34
Total Liabilities		452.34
Equity		
Opening Bal Equity		6,887.87
Temporarily restrict net asset		1,998.24
Unrestrict (retained earnings)		130,214.75
Net Income		42,127.21
Total Equity		181,228.07
TOTAL LIABILITIES & EQUITY		**181,680.41**

Income and Expense by Month
July through December 2017



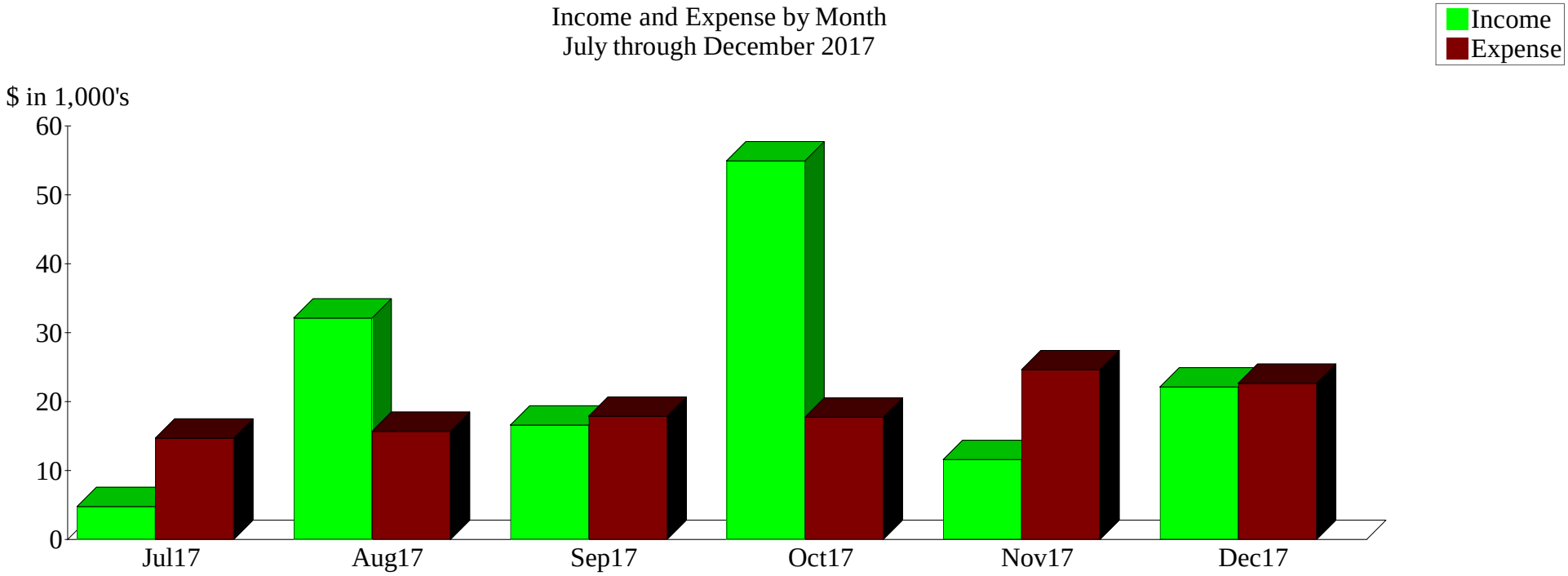
Income Summary
July through December 2017



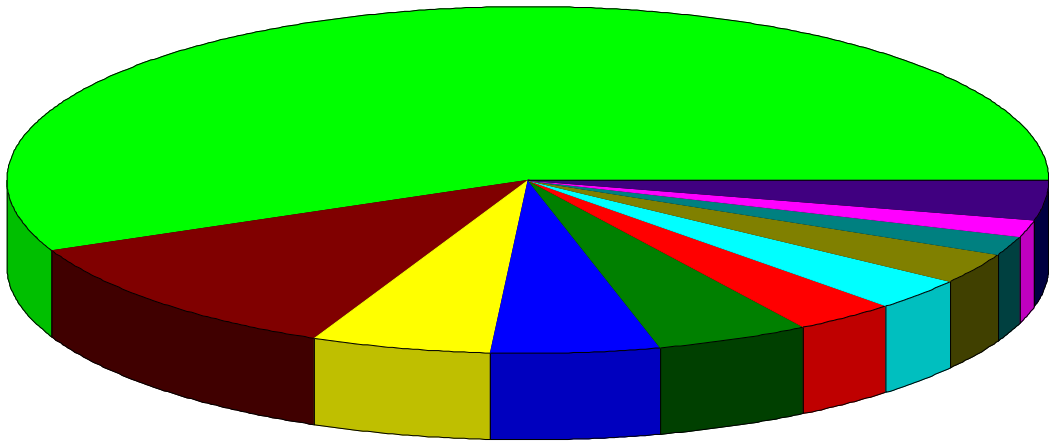
3100 Government		48.43%
3200 Foundations		30.95
3700 Mbrshp Dues/Program Fees		7.11
3300 Fundraising		3.91
3400 Other United Ways		3.51
3150 Representative Payee		2.76
3800 Other Contributions		1.78
3500 United Way-GSV		1.45
3815 Fashion Show.		0.07
3600 Interest Income		0.03
Total		$142,282.08

By Account

Income and Expense by Month
July through December 2017



Expense Summary
July through December 2017



6100 Salaries & Wages	56.80%
7400 Other Program Expenses	11.71
6400 Supplies & Equipment	5.65
7200 Insurance	5.38
6200 Employee Benes/PR Taxes	4.93
6300 Professional Fees	3.31
6800 Occupancy & Cleaning	3.17
7100 Dues/Fees	2.95
6500 Postage	1.90
6600 Printing/Publications	1.70
Other	2.49
Total	$113,581.18

By Account

THE ARC, SUSQUEHANNA VALLEY
Budget vs. Actual Totals only
July through December 2017

	Jul - Dec 17	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3100 Government				
CMSU-MH/MR	11,341.90			
North'd Co-MH/MR-Ampes	30,353.75			
North'd Co-MH/MR-Soc/ Rec	16,528.75			
Self Advocates	10,680.85			
3100 Government - Other	0.00	82,685.22	-82,685.22	0.0%
Total 3100 Government	68,905.25	82,685.22	-13,779.97	83.3%
3150 Representative Payee				
Rep Payee-Fee for Service	3,920.00			
3150 Representative Payee - Other	0.00	3,249.98	-3,249.98	0.0%
Total 3150 Representative Payee	3,920.00	3,249.98	670.02	120.6%
3200 Foundations				
Charles and Betty Degenstein Fo	2,000.00			
Degenstein Foundation	0.00	5,000.00	-5,000.00	0.0%
Guyer Foundation	1,000.00			
W. Paul Fegley Trust Fund	1,154.16			
Total 3200 Foundations	4,154.16	5,000.00	-845.84	83.1%
3300 Fundraising				
Gift Card Sales (Scrip)	2,585.00			
Amazon.com Smile	6.48			
Chillin n Grillin	60.00			
Halloween Auction	329.00			
Dining Promotions	160.00			
Holiday Contributions	25.00			
Holiday Party-50/50 Sales	36.00			
K of C-Meausre Up Campaign	2,368.11			
3300 Fundraising - Other	0.00	0.00	0.00	0.0%
Total 3300 Fundraising	5,569.59	0.00	5,569.59	100.0%
3400 Other United Ways				
UW-Lower Anthracite Region	2,000.00	2,000.00	0.00	100.0%
3400 Other United Ways - Other	3,000.00	3,500.00	-500.00	85.7%
Total 3400 Other United Ways	5,000.00	5,500.00	-500.00	90.9%
3500 United Way-GSV	2,056.74	2,250.00	-193.26	91.4%
3600 Interest Income	34.29	125.02	-90.73	27.4%
3700 Mbrshp Dues/Program Fees				
Activity Co-Payments				
Aquarium Trip	825.00			
Lake Tobias	388.30			
Bowling	613.00			
Halloween Dance	451.45			
Hiawatha Boat & Trolley Ride	153.62			
Holiday Party	2,991.25			
King & Queen Dance	109.50			
Knoebel's Picnic	545.00			

THE ARC, SUSQUEHANNA VALLEY
Budget vs. Actual Totals only
July through December 2017

	Jul - Dec 17	Budget	$ Over Budget	% of Budget
Koziar's Xmas Village	105.00			
Phillies Game	298.00			
Self Determination	0.00	0.00	0.00	0.0%
Total Activity Co-Payments	6,480.12	0.00	6,480.12	100.0%
AMPES Co-Payments	1,062.40	208.64	853.76	509.2%
Boot Camp	1,000.00			
Game Night	42.00			
Membership Dues	980.00			
Miscellaneous Income	153.14			
3700 Mbrshp Dues/Program Fees - Other	0.00	11,600.00	-11,600.00	0.0%
Total 3700 Mbrshp Dues/Program Fees	9,717.66	11,808.64	-2,090.98	82.3%
3800 Other Contributions				
Contributions	1,700.00			
Membership Contributions	85.00			
3800 Other Contributions - Other	0.00	249.98	-249.98	0.0%
Total 3800 Other Contributions	1,785.00	249.98	1,535.02	714.1%
3815 Fashion Show.	97.00			
Total Income	101,239.69	110,868.84	-9,629.15	91.3%
Gross Profit	101,239.69	110,868.84	-9,629.15	91.3%
Expense				
6100 Salaries & Wages	62,543.11	66,666.00	-4,122.89	93.8%
6200 Employee Benes/PR Taxes				
FICA Tax Expense (ER)	3,845.14			
Medicare Tax Expense (ER)	899.27			
PA UC Tax Expense (ER)	660.69			
6200 Employee Benes/PR Taxes - Other	0.00	6,666.59	-6,666.59	0.0%
Total 6200 Employee Benes/PR Taxes	5,405.10	6,666.59	-1,261.49	81.1%
6300 Professional Fees				
Bank Fees	13.98			
Accounting/Bookkeeping	951.60			
Audit	2,665.00			
Legal	122.00			
6300 Professional Fees - Other	5.00	2,815.48	-2,810.48	0.2%
Total 6300 Professional Fees	3,757.58	2,815.48	942.10	133.5%
6400 Supplies & Equipment				
Craft Supplies	882.65			
Office Supplies				
Rep Payee	70.45			
Office Supplies - Other	535.89			
Total Office Supplies	606.34			
Supplies	4,374.91	400.00	3,974.91	1,093.7%
6400 Supplies & Equipment - Other	120.00	6,749.99	-6,629.99	1.8%

THE ARC, SUSQUEHANNA VALLEY
Budget vs. Actual Totals only
July through December 2017

	Jul - Dec 17	Budget	$ Over Budget	% of Budget
Total 6400 Supplies & Equipment	5,983.90	7,149.99	-1,166.09	83.7%
6500 Postage	2,163.71	1,300.78	862.93	166.3%
6600 Printing/Publications				
Advertising	345.45			
Printing/Copies	1,389.26			
Publications	195.00			
6600 Printing/Publications - Other	0.00	1,000.01	-1,000.01	0.0%
Total 6600 Printing/Publications	1,929.71	1,000.01	929.70	193.0%
6700 Utilities/Phone				
Internet	39.00			
Telephone	1,167.20			
6700 Utilities/Phone - Other	0.00	1,249.96	-1,249.96	0.0%
Total 6700 Utilities/Phone	1,206.20	1,249.96	-43.76	96.5%
6800 Occupancy & Cleaning				
Rent	3,600.00			
6800 Occupancy & Cleaning - Other	0.00	3,599.94	-3,599.94	0.0%
Total 6800 Occupancy & Cleaning	3,600.00	3,599.94	0.06	100.0%
6900 Equipment Maintenance				
Maintenance Contracts	185.25			
6900 Equipment Maintenance - Other	0.00	999.98	-999.98	0.0%
Total 6900 Equipment Maintenance	185.25	999.98	-814.73	18.5%
7000 Travel/Conference/Mtgs				
Conferences, meetings, projects	25.00			
Mileage Reimbursements	858.30			
7000 Travel/Conference/Mtgs - Other	-25.00	2,332.68	-2,357.68	-1.1%
Total 7000 Travel/Conference/Mtgs	858.30	2,332.68	-1,474.38	36.8%
7100 Dues/Fees				
Membership Fees-ARC	3,351.98	3,250.00	101.98	103.1%
Total 7100 Dues/Fees	3,351.98	3,250.00	101.98	103.1%
7200 Insurance	6,114.00	3,750.00	2,364.00	163.0%
7300 Direct Client Grants	0.00	100.00	-100.00	0.0%
7400 Other Program Expenses				
Boot Camp	157.30			
Fashion Show	84.75			
STEP Summer Program	462.00			
Criminal/Abuse Clearances	16.00			
Fundraising Expense				
SCRIP Card purchase	2,415.62			
Chillin n' Grillin'	280.00			
Fundraising Expense - Other	330.00			
Total Fundraising Expense	3,025.62			
Other Expenses	0.00	103.21	-103.21	0.0%

THE ARC, SUSQUEHANNA VALLEY
Budget vs. Actual Totals only
July through December 2017

	Jul - Dec 17	Budget	$ Over Budget	% of Budget
Social/Recreational Programs				
Lake Tobias	374.00			
Aquarium Trip	850.00			
Beach Trip	100.00			
Bowling	502.00			
Halloween Dance	454.45			
Hiawatha Boat & Trolley Ride	210.00			
Phillies Game	400.00			
Spring Fling	8.00			
Events				
Knoebel's	347.84			
Appreciation Picnic	1,578.75			
Holiday Party/Celebration	3,338.52			
Events - Other	0.00	0.00	0.00	0.0%
Total Events	5,265.11	0.00	5,265.11	100.0%
Social/Recreational Programs - Other	0.00	9,481.15	-9,481.15	0.0%
Total Social/Recreational Programs	8,163.56	9,481.15	-1,317.59	86.1%
7400 Other Program Expenses - Other	0.00	2,125.79	-2,125.79	0.0%
Total 7400 Other Program Expenses	11,909.23	11,710.15	199.08	101.7%
7900 Grant Expenses				
Technology Expense-Norry Contra	276.19			
Total 7900 Grant Expenses	276.19			
8000 Software	269.00			
Total Expense	109,553.26	112,591.56	-3,038.30	97.3%
Net Ordinary Income	-8,313.57	-1,722.72	-6,590.85	482.6%
Net Income	**-8,313.57**	**-1,722.72**	**-6,590.85**	**482.6%**

THE ARC, SUSQUEHANNA VALLEY
Degenstein Self Advocates Designated Fund
July 2015 through December 2017

Type	Date	Num	Name	Memo	Amount
Designated Funds					
Self Advocate Degenstein Grant					
Check	07/23/2015	EFT	BEST BUY		4,006.24
Deposit	07/24/2015			Deposit	-10,000.00
Check	07/28/2015	EFT	The Sausage Maker	fruit press	254.99
Check	08/11/2015	EFT	BEST BUY	projector & Scr...	569.98
Check	08/24/2015	EFT	The Sausage Maker	used to make ...	279.99
Bill	12/15/2015	reimb	Brian Habermehl		58.97
Bill	01/12/2016	food/s...	Brian Habermehl		34.34
Bill	01/26/2016	food fo...	Brian Habermehl		72.57
Bill	02/05/2016		SUSQUEHANNA TR...		2,553.89
Bill	03/08/2016		Brian Habermehl	pork & sauerkr...	83.95
Bill	03/22/2016		Brian Habermehl		89.94
Check	05/25/2016	5596	Jackie Zeisloft		100.00
Check	05/31/2016	5604	Brian Habermehl	classes	229.22
Bill	06/15/2016	mileage	Brian Habermehl		198.54
Bill	06/30/2016		Brian Habermehl	garden supplies	40.33
Bill	09/06/2016	reimb	Brian Habermehl		111.39
Bill	10/04/2016	mileage	Brian Habermehl		36.00
Bill	11/01/2016	food	Brian Habermehl	4 boxes apples	48.00
Check	12/20/2016	6053	Brian Habermehl		14.00
Bill	02/07/2017		Brian Habermehl		77.72
Bill	05/02/2017		Brian Habermehl		167.83
Check	06/30/2017	6227	Brian Habermehl		26.00
Check	06/30/2017	6227	Brian Habermehl		115.06
Check	09/05/2017	6292	Brian Habermehl	How to prepar...	105.55
Check	09/18/2017	6320	SUSQUEHANNA TR...	Baltimore Aqu...	1,197.45
Check	09/22/2017	6326	Brian Habermehl	Art Center Cla...	11.45
Check	10/06/2017	6335	Brian Habermehl	Cooking class	97.63
Check	11/02/2017	6366	Brian Habermehl	Supplies	121.42
Check	12/05/2017	6399	Brian Habermehl	supplies and tr...	98.92
Total Self Advocate Degenstein Grant					801.37
Total Designated Funds					801.37
TOTAL					**801.37**

THE ARC, SUSQUEHANNA VALLEY
"Home of Our Own" Designated Fund
July 2015 through December 2017

Type	Date	Num	Name	Memo	Amount
Designated Funds					
Home of our own					
Deposit	10/18/2017	30519...	Wells Fargo Bank, N.A	Dorothy Cleve...	-19,367.25
Deposit	10/18/2017	30519...	Wells Fargo Bank, N.A	Dorothy Cleve...	-614.49
Deposit	10/18/2017	30518...	Wells Fargo Bank, N.A	Edward Cleve...	-19,274.45
Deposit	10/18/2017	30518...	Wells Fargo Bank, N.A	Edward Cleve...	-616.48
Deposit	11/03/2017	8797	Judy Davis	Home of our o...	-50.00
Deposit	11/30/2017	162	Authur and Gwyn Mo...	Donation	-500.00
Deposit	11/30/2017	5939	LETA JO MAUE	Donation	-200.00
Deposit	12/21/2017	30588...	Wells Fargo Bank, N.A	Edward Cleve...	-4.35
Deposit	12/21/2017	30588...	Wells Fargo Bank, N.A	Dorothy Cleve...	-4.76
Total Home of our own					-40,631.78
Total Designated Funds					-40,631.78
TOTAL					**-40,631.78**

Investment product comparison:

$30,000 no more than 6 months freeze

Ally Bank	0.67%	CD
BB&T	0.75%	CD
West Milton Bank	0.25%	Money Market
Ameriprise	1.40%	Stratiegic Portfolio - also less fees and also has risk. Cost to close account $200. https://www.ameriprise.com/products-services/investments/managed-accounts/